

SECRET

24 OCT 1963

ADM-4

MEMORANDUM FOR: Deputy Director (Intelligence)
Deputy Director (Plans)
✓ Deputy Director (Science & Technology)
Comptroller

SUBJECT : Procurement

1. I am concerned that the Agency may be criticized for allegedly undertaking an excessive number of procurement actions during the fourth quarter of each fiscal year, and I am also concerned that our procurement procedures may be wasteful because we do undertake an excessive volume during the fourth quarter in relation to the remainder of each fiscal year.

2. To illustrate this I attach two charts which show that 46 per cent of our dollar volume and 33 per cent of our procurement actions were undertaken in the fourth quarter of Fiscal Year 1963. Within these totals, [] actions occurred during the month of June.

3. In addition to reducing the possibility of effecting economy through more careful negotiation of contracts, we were unable in Fiscal Year 1963 to process all requisitions received even though approximately [] in procurement funds remained available at the close of the fiscal year.

4. I solicit your cooperation in planning your procurement program for Fiscal Year 1964 so as to undertake as much procurement as possible during the second and third quarters, avoiding the fourth quarter crash requisitions and peak loads with the obvious results.

[]

L. R. White
Deputy Director
(Support)

Attachment:

Procurement Division Workload Charts

cc: Director of Logistics
Deputy Director of Central Intelligence

SECRET

GROUP 1
Excluded from automatic
downgrading and
declassification

TRANSMITTAL SLIP		DATE
TO: Deputy Director (Science & Technology)		
ROOM NO. 3E13	BUILDING Hqs.	
REMARKS:		
<p><i>white is dead right I feel ORG is heading to fall in the 4th quarter trap. Set gel in record with the about this point</i></p>		
FROM: Deputy Director (Support)		
ROOM NO. 7D18	BUILDING Hqs.	EXTENSION 260
FORM NO. 241 1 FEB 55		
REPLACES FORM 36-8 WHICH MAY BE USED.		
GPO : 1957-O-439445 (47)		